

**BY ORDER OF THE COMMANDER  
56TH FIGHTER WING (AETC)**



**AIR FORCE INSTRUCTION 36-815  
LUKE AIR FORCE BASE  
Supplement**

**29 SEPTEMBER 2011**

**Personnel**

**ABSENCE AND LEAVE**

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Air Force Instruction 36-815, *Absence and Leave*, is supplemented as follows. This supplement applies to all civilian employees serviced by the Civilian Personnel Section, Luke Air Force Base.

It also applies to Air Force Reserve Command (AFRC) and to Air National Guard (ANG) Units. This supplement delegates authority to the Civilian Personnel Officer to formulate local labor-management relations policy and manage the labor relations program. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, Management of Records, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>.

**SUMMARY OF CHANGES**

Adds requirement for supervisors to coordinate decisions to deny or revoke employee participation in the civilian fitness program with squadron commanders. Also changes Civilian Personnel Flight (CPF) to Civilian Personnel Section (CPS).

1.2.3.1. . Establish leave schedules by 15 February of each year and verify them not later than 30 August to ensure that all employees are given a reasonable opportunity for a vacation and to use any leave they would otherwise forfeit at the end of the leave year.

2.4.1. Supervisors will provide a copy of the approved request for advanced leave to the base civilian pay liaison prior to annotating the time and attendance record. The approval must indicate the amount of hours approved.

2.10.1.4. Group commanders or equivalents are authorized to approve exigencies causing cancellation of leave. Requests will be coordinated through the Civilian Personnel Section (CPS).

**3.11. Use of Advance Sick Leave.** Supervisors will provide a copy of the approved request for advanced leave to the base civilian pay liaison prior to annotating the time and attendance record. The approval must indicate the amount of hours approved.

**4.4. Who Approves LWOP.** Group commanders or equivalents are authorized to approve extensions of leave without pay in excess of one year. Extension requests will be coordinated through the CPS.

#### 8.1.1. Civilian Fitness Policy.

8.1.1.1. (Added) The Office of Personnel Management (OPM) and Department of the Air Force have recognized that health promotion programs and a consistent exercise regimen significantly reduce health risks in employees. Participants in fitness and lifestyle programs typically report improved energy levels, job attitude, work performance and overall morale. These are all critical factors in enhancing productivity. Therefore, it is in the best interest of the Air Force to allow eligible civilian employees the opportunity to participate in frequent, regular and/or routine physical activities using excused absence.

8.1.1.2. (Added) Establishment and implementation of the civilian fitness policy is at the discretion of the 56 FW Commander and is based on mission requirements. Consistent with OPM and Air Force recognition that employee fitness enhances productivity; the purpose of the 56 FW policy is to establish a voluntary program to permit excused absence for **appropriated fund full-time permanent and term** civilian employees to participate in physical fitness activities. However, due to the work requirements that provide certain employees a paid lunch period, because they cannot be released from the worksite, those employees should not normally be excused to participate in physical fitness activities. Nevertheless, mission dictating, time may be granted for these employees also.

8.1.1.3. (Added) Up to three (3) hours of excused absence per week may be granted for eligible employees to participate in physical fitness and related activities. No additional time is granted for dressing, showering, cleaning up, or travel. Upon an employee's request, leave may be granted to allow for longer periods of physical fitness activity. Unused excused absence will not accumulate from one week to the next.

8.1.1.4. (Added) The objective of this policy is to enhance the Air Force's mission by assisting employees to become more physically fit in some appreciable manner. Examples of authorized physical fitness activities are running, walking, jogging, bicycle riding, weight training, swimming and structured exercises, i.e., push-ups, sit-ups, aerobics, etc. Golfing, bowling and softball are examples of physical fitness activities that are not authorized under this policy. Employees are encouraged to participate in squadron/group/wing aerobic fitness activities.

8.1.1.5. (Added) Employees must complete the Request for Approval of Excused Absence to Participate in Physical Fitness Activities form (Attachment 2) and submit it to their supervisor prior to starting physical fitness activities. The completed request, showing approved or disapproved, will be maintained in the Supervisor's Employee Work Folder.

8.1.1.6. (Added) Employees must obtain a fitness assessment from their primary care provider/physician (obtained at the employee's own expense). A statement from the physician that physical fitness activities are permitted and identifying any limiting conditions must be submitted with the request to participate in physical fitness activities.

8.1.1.7. (Added) Employees must notify their supervisor as soon as possible if their ability to participate in previously approved physical fitness activities becomes limited.

8.1.1.8. (Added) Specific times for use of excused absence will be dictated by mission requirements and approved in advance by the supervisor. Supervisors may adjust an employee's daily work schedule to accommodate the request to participate in physical fitness activities. Supervisors may disallow participation for a short period of time and/or vary the times employees may participate due to mission requirements.

8.1.1.9. (Added) The decision to deny, revoke or otherwise restrict excused absence for individual employee's participation in physical fitness activities will be based on mission requirements or abuses personally attributable to the employee. Such decisions will not be arbitrary or capricious and will be made by the supervisor. The decision to deny or revoke employee participation in the program must be indorsed by squadron commanders.

8.1.1.10. (Added) Only on-base facilities, under the direct control of the 56 FW Commander, may be used for purposes of this policy. For employees whose duty station is other than Luke AFB, management may authorize other facilities within the confines of the duty station.

8.1.1.11. (Added) A log of excused absences for physical fitness activities will be jointly maintained by each employee and their immediate supervisor. The log will include the date, departure time, type of fitness activity, location and return time (Attachment 3) is a sample log sheet). Time cards must be annotated with code "LN" along with the remark "physical fitness" and initialed by the employee.

8.1.1.12. (Added) Employees must report to work before participating in fitness activity and report back to work when the fitness activity is complete unless this requirement is waived by the supervisor. This waiver requirement also applies when employees take part in fitness activities in conjunction with their lunch period. Any waiver should be in writing and maintained with the employee's request to participate in the program.

8.1.1.13. (Added) Excused absence should not be approved for participation in physical fitness activities on days when overtime/compensatory time is expected or has been previously scheduled or when credit hours are accrued. Additionally, time spent in physical fitness activities may not be used as the basis to accrue credit hours.

8.1.1.14. (Added) The authority to suspend, cancel or otherwise limit the policy in its entirety exists with the 56 FW Commander and will be based on mission requirements. If such a determination is made, advance notice will be provided in writing to the Union and any applicable bargaining obligations will be satisfied.

**9.2. Administrative Procedures.** Squadron commanders or equivalents are authorized to approve the receipt of transferred annual leave.

9.7.1. Group commanders or equivalents are authorized to waive the limitation on donating annual leave. Waiver requests will be coordinated through the CPS.

9.7.2. Group commanders or equivalents are authorized to waive the limitation on donating annual leave subject to forfeiture. Waiver requests will be coordinated through the CPS.

KURT F. NEUBAUER  
Brigadier General, USAF  
Commander

## Attachment 1

## GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

*References*

AFI 36-815, *Absence and Leave*, 5 September 2002

AFMAN 33-363, *Management of Records*, 1 March 2008

*Adopted Form(s)*

AF Form 847, *Recommendation for Change of Publication*

AF Form 428, *Request for Overtime, Holiday Premium Pay, Compensatory Time.*

*Abbreviations and Acronyms*

**AFI**—Air Force Instruction

**AFB**—Air Force Base

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**AFRC**—Air Force Reserve Command

**AFRIMS**—Air Force Records Information Management System

**ANG**—Air National Guard

**CPE**—Civilian Personnel Flight

**CPO**—Civilian Personnel Officer

**CPS**—Civilian Personnel Section

**FW**—Fighter Wing

**OPM**—Office of Personnel Management

**OPR**—Office of Primary Responsibility

**RDS**—Records Disposition Schedule

**Attachment 2 (Added)****SAMPLE REQUEST FOR APPROVAL OF EXCUSED ABSENCE TO PARTICIPATE  
IN PHYSICAL FITNESS ACTIVITIES****EMPLOYEE:** \_\_\_\_\_ (print name)

I have read and understand the policy on the use of excused absence for physical fitness activities. I request approval of excused absence, not to exceed three (3) hours per week, for the sole purpose of participating in authorized physical fitness activities.

I have provided a statement from my primary care provider/physician that permits physical fitness activities and identifies any limiting conditions.

Following are the days and times during my regular work week I would tentatively like to participate in physical fitness activities. I understand this schedule is subject to change, due to mission requirements.

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Following are the types of physical fitness activities in which I would tentatively like to participate (list all that apply).

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\_\_\_\_\_  
Employee's signature\_\_\_\_\_  
Date**FIRST-LEVEL SUPERVISOR:**

I certify that:

- this employee is on a full-time permanent or term appointment;
- enhancement of mission accomplishment has been considered; and
- excused absence is/is not approved.

\_\_\_\_\_  
Signature\_\_\_\_\_  
Date

## SAMPLE PARTICIPATION LOG PHYSICAL FITNESS ACTIVITIES

[illegible]